

Proclamation

- Whereas*, administrative professionals, including administrative assistants, office assistants, receptionists, billing clerks, finance specialists, deputy clerks and other administrative support staff, make up one of the largest segments of the labor force in America; and
- Whereas*, administrative professionals play an essential role in coordinating the office operations of businesses, government agencies, educational institutions and other organizations; and
- Whereas*, as of 2024-2025, over 3.5 million people work as secretaries and administrative assistants in the United States; and
- Whereas*, the work of administrative professionals today require advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service, and other vital office management responsibilities; and
- Whereas*, Administrative Professionals Day is observed annually in workplaces around the world to recognize the important contributions of administrative staff; and
- Whereas*, we recognize the importance and contributions of highly skilled administrative professionals to the success of office operations,

Now, Therefore, Be It Resolved that I, David Lesser, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby proclaim April 22, 2026, as

National Administrative Professionals Day

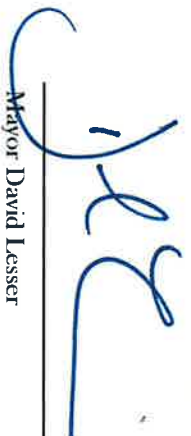
and encourage all residents to join in recognizing and appreciating these administrative professionals and their valuable contributions in the workplace and support their continued professional growth.

Dated this 7th day of April, 2026.

ATTEST:



City Clerk Liza Tamura



Mayor David Lesser

